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ABSTRACT

This booklet is intended to acquaint faculty and staff members with general information about the University of Kentucky community College System, and to explain some of its policies affecting them. The booklet is organized into five sections. Section I contains general information about the system, gives its history, purpose, and a map of the locations of the 13 campuses. Section II discusses the organizational structure of the system, including the administrative hierarchy, and various assemblies and divisions. Section III gives rules and regulations in such areas as equal opportunity, advanced work, term of appointment, faculty load, academic ranks, promotion, tenure, performance review, appeals, nepotism, leaves of absence, vacation, sick leave, and office hours. Section IV gives specific information as to paydays, deductions, official travel, admission to athletic contests, identification cards, absences in special circumstances, and political candidacy. Section V lists benefits, including life and health insurance, workman's compensation, unemployment compensation, retirement programs, official university holidays, and maternity leave. This booklet could be of use as a model for policy makers at other institutions. (NHM)

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U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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The purpose of this booklet is to acquaint members of the Community College System with general information about the University of Kentucky Community College System and to explain some of its policies affecting them.

It is not intended to be a book of rules because some details of explanation and exception have been omitted to avoid excessive volume. Therefore, this booklet cannot be regarded as the official statement of policy from which interpretations are to be made.

GENERAL INFORMATION

The Community College System at a Glance

As one of the two educational systems operated by the University of Kentucky Board of Trustees, the University of Kentucky Community College System occupies a unique position among state systems of community colleges in that it has association with the state University on the one hand and community orientation on the other. Certain course offerings in the Community College System are the same as those in the University System and the two systems share many administrative operations. Yet each college in the Community College System, through a local advisory board, relates itself to the needs of the community it serves.

In 1962 the General Assembly of Kentucky enacted legislation mandating the formation of a state system of community colleges and entrusted the Board of Trustees of the University of Kentucky with its operation. Two factors were responsible for the operation of the system being given to the University of Kentucky Board of Trustees. First, the recognition that as the governing board of the state's land grant university, the University of Kentucky Board of Trustees already had responsibility for the planning and operation of state-wide programs, and secondly, recognition of the existence of the five extension centers then being operated by the University of Kentucky. Between 1948 and 1962, the University of Kentucky had opened four extension centers at Covington, Cumberland, Fort Knox, and Henderson, and had assumed the responsibility of the municipally-run Ashland Junior College.

On July 1, 1964, the University of Kentucky moved to implement the 1962 legislation and provided for both the operation of the University System and a Community College System under the Board of Trustees. Also in September 1964, new community colleges opened at Elizabethtown and Prestonsburg, bringing the total number of campuses under the new system to seven.

The Community College System continued its growth in all respects after 1964. After studies of the need for additional community colleges in 1965 and 1967, recommendations concerning criteria to be used in establishing new community colleges were made to the University of Kentucky Board of Trustees and were adopted and submitted to the Council on Public Higher Education, the state's coordinating and

planning body for public institutions of higher education. Acting on the Council's recommendation, the General Assembly amended the Community College Act to recognize the Lexington Technical Institute, which had been operating on the University campus since August 30, 1965, and to authorize new community colleges at Louisville and Maysville in 1966, one at Hazard in 1967, and the one at Madisonville in 1968.

In July 1968, Paducah Junior College, a municipally-operated college founded in the 1930's, joined the Community College System as Paducah Community College. This brought to fifteen the number of units then operating under the University of Kentucky Board of Trustees.

In January 1970, the General Assembly of Kentucky, recognizing the need for additional higher educational opportunities in the Northern Kentucky area, authorized the creation of Northern Kentucky State College, a new four-year state college. The facilities of the Northern Community College, operated since 1948 by the University of Kentucky, were as of July 1, 1970, transferred to the administrative control of the newly formed Northern Kentucky State College. Then in July 1972, the Board of Trustees authorized the development of a four-year residential center at Fort Knox and the community college program there was terminated.

The units of the Community College System and their initial date of operation are:

Ashland	1957
Henderson	1960
Southeast (Cumberland)	1960
Elizabethtown	1964
Prestonsburg	1964
Hopkinsville	1965
Somerset	1965
Lexington Technical Institute	1965
Jefferson (Louisville)	1968
Paducah	1968
Hazard	1968
Maysville	1968
Madisonville	1968

Purpose and Commitment

By action of the Kentucky General Assembly and the University of Kentucky Board of Trustees, the Community College System is committed to a comprehensive policy of educational opportunity of all citizens of the Commonwealth.

Each community college is charged with these three basic functions:

1. To offer curricula for the first two years of a baccalaureate program. Courses in this program are usually the same as the University of Kentucky undergraduate offerings and are transferable to the Lexington campus or to another four-year institution. At the conclusion of the two-year prescribed curriculum, the Associate in Arts Degree or Associate in Science Degree may be awarded.

2. To offer career-oriented programs designed to prepare students for immediate technical or semi-professional employment. These programs are usually completed in two years, and are composed of about one-half general education courses and the other half semi-professional or technical education. The Associate Degree in Applied Science is awarded upon completion of the two year curriculum.

3. To provide general educational opportunities for citizens within their immediate areas. These include evening classes, workshops, seminars, short courses, concert series, exhibits, lectures, dramatic presentations and folk festivals to meet in-service, re-education and cultural needs of the community.

Accreditation

Each unit of the Community College System is fully accredited by the Southern Association of Colleges and Schools. Certain technical programs are also accredited by their respective professional associations and/or licensing agencies.

ORGANIZATIONAL STRUCTURE

Board of Trustees

The governing body of the University consists of 19 citizens of the Commonwealth: 16 appointed by the Governor, three of whom are alumni of the University; two members of the teaching and/or research faculty of the University named by secret ballot of faculty members holding the rank of assistant professor or above; and the president of the student body. The Board of Trustees or its Executive Committee usually meets monthly.

The President

The President of the University is the chief administrative officer of the University, and carries out policies determined by the Board of Trustees. The President recommends to the Board of Trustees various policies, procedures, etc., to be considered for adoption. He also refers major University matters to the Board of Trustees, legislature, state government agencies, and the faculty of both the University System and the Community College System.

Vice President for the Community College System

The Vice President for the Community College System is the chief administrative officer and spokesman of the Community College System and is responsible to the President and the Board of Trustees for the administration of policies and regulations that pertain to the community colleges. He recommends to the President all appointments and promotions, and is responsible for the preparation of the biennial budget request and the annual operating budget of the Community College System.

Educational Organization

The basic organizational units of the Community College System are by divisions and colleges. The basic unit of the Community College System for instruction and community service in related fields of learning is the division. The individual community colleges and the Lexington Technical Institute are the major educational units of the Community College System.

The divisional structure of each community college shall be developed by the college subject to approval by the Vice President for the Community College System.

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Directors of Community Colleges

The Director of a community college is the chief administrative officer of each college. Under the general direction of the Vice President for the Community College System, he is responsible for the over-all administration of his college. Along with the faculty, he is responsible for the development and implementation of an instructional program commensurate with the purposes of a comprehensive community college. He is responsible for the curricula of the college, for the quality of instruction given therein, for the assignment of duties to all persons and for the service rendered by the faculty of the college individually and as a whole. He shall review and make the final determination on the performance evaluations submitted by the division chairman or members of the college. He shall be responsible for recommendations on salaries, salary changes, appointments, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, promotions and granting of tenure for members of the college or for ultimate action thereon when such authority has been delegated to him by the Vice President for the Community College System or the President.

With regard to students, the director is charged with the duty of administering the requirements and regulations of the community college concerning the admission, probation and dismissal of students.

The Director shall be responsible for the preparation of the budget request for the college and is responsible for the business and financial operation of the college either assumed or delegated and for the maintenance and operation of the physical plant of the college.

It is his further responsibility to relate the college program to the community through relationships with the advisory board, through appropriate use of public information media and by appropriate relationships with community groups and individuals. The Director personifies the University in the community and shall endeavor to further constructive relations between college and community.

Division Chairmen

The division chairman serves as chairman of the divisional faculty in the development of divisional educational policies in regard to programs and courses. He assists the Director or his designate in the preparation of the class and teaching schedule for the division. He has administrative responsibility for implementing the division's program within the limits established by the regulations of the University, the Community College System, policies of the Senate of the Community College System and the rules and regulations of the community college.

The division chairman shall be responsible for advising the Director on the appointment of new members of the division, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments and the granting of tenure, following consultation with the tenured faculty of the division. Procedures and criteria used for such advice shall be those established by the University, the Community College System and by the community college and divisional faculties.

The division chairman shall be re-

sponsible for the periodic evaluation of members of the division by procedures and criteria established by the University, the Community College System and the community college itself and its divisional faculties.

The division chairman shall be responsible for preparing for the Director or his designate the budget request for the division. He is responsible for advising the Director or his designate as to salaries and salary changes for members of the division.

In connection with the major administrative functions of the division chairman, they must seek the advice of members of the division, individually or as a group, or of advisory committees that he may appoint.

The division chairman is the spokesman for the division. In the event that he feels it necessary to depart from the opinion of the division faculty, he must communicate the division opinion as well as his own, stating the reasons for differing from the division opinion and notifying the division of this action.

University Assembly

The University Assembly, consisting of all members of the faculties of the University System and the Community College System and all members of the administrative staff who perform functions directly supporting academic affairs, meets on the call of the President, the University Senate, or the Senate of the Community College System. The President of the University or his authorized representative shall preside.

The Assembly may express its views on any matters affecting the University to the University Senate, to the Senate of the Community College System, to the President, or through him, to the Board of Trustees.

Senate of the Community College System

The Senate of the Commnunity College System determines the system's educational policy, except for those functions explicitly assigned to the Board of Trustees or the President. The functions of the Senate of the Community College System include the following: (1) approving academic policies and curricula; (2) approving courses and other academic offerings in the Community College System not offered in the University System; (3) approving policies and regulations governing admission, classification, probation, and dismissal of Community College System students; and (4) approving an academic calendar generally consistent with the University System. The Senate may also make recommendations to the University System on courses offered in the Community College System. Recommendations may also be made to the Vice President for the Community College System on criteria for faculty appointments, reappointments, promotions, and tenure in the Community College System. In addition, the Senate shall recommend to the President all candidates for degrees and certificates.

The Senate of the Community College System is composed of elected, *ex officio* and appointed members. The elected faculty membership shall consist of and represent proportionately the full-time faculty in the various community colleges and technical institute, except that no college or technical institute shall have fewer than three senators. In addition, each community

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college and technical institute shall elect an additional senator for each 25 (or major fraction thereof) full-time faculty members above the first 25. At least one of the three senators must have responsibility in the occupational program area and at least one must have responsibility in the general education area, except for the senators from a technical institute.

The *ex officio* membership shall include the Vice President for the Community College System, the Assistant Vice President for the Community College System, the chairman of each advisory committee of the Senate, and the president of the student body at each community college and technical institute.

The appointed membership shall consist of three community college or technical institute directors and three other administrators, each of whom shall be appointed by the Vice President for the Community College System. In addition, any member of the Community College Council appointed by the Vice President for the Community College System to correct an imbalance in the elected senators in terms of professional areas of specialization shall be a member of the Senate.

The Vice President for the Community College System is the chairman of the Senate of the Community College System. He shall serve as presiding officer for all meetings except as he may delegate this function.

The Senate shall meet annually in regular session at a time and place designated in a call by the Vice President for the Community College System. Special sessions may be called by the President, by the Vice President for the Community College System, or by a petition from at least 15 senators to the Vice President for the Community College System.

The executive committee of the Senate of the Community College System is the Community College Council, consisting of one duly elected senator from each college or technical institute; two students elected by and from the student senators; one director designated by and from the directors who have been appointed to the Senate, the Vice President for the Community College System and the Assistant Vice President for the Community College System, who shall serve as *ex officio* members; and the chairmen of the standing committees of the Senate, who shall serve as *ex officio* members. In the event there is an imbalance in the duly elected senators in terms of professional area of specialization, the Vice President for the Community College System is authorized to appoint a maximum of three additional faculty members to the Community College Council, who shall become members of the Senate.

The Vice President for the Community College System and a person elected from and by the membership of the Community College Council shall serve as co-chairmen of the Community College Council.

The Senate of the Community College System may address the Vice President for the Community College System, through him the President of the University, and through the Vice President and the President, the Board of Trustees, respecting any matters of concern to the University.

Community College Faculties

The faculty of a community college shall consist of all professional, instruc-

tional, library and administrative personnel. The Director of the college shall serve as chairman of the faculty. Within the limits established by the Governing Regulations and the Rules of the Senate of the Community College System, the faculty of a college shall determine the educational policies of that college.

Divisional Faculties

The faculty of a division shall consist of a chairman and the members of the division who are members of the faculty of the community college. The divisional faculty has responsibility with the approval of the Director and the Vice President for the Community College System for the internal educational policies of the division, insofar as these policies do not conflict with those of other divisions, the Rules of the Senate of the Community College System, or other University regulations.

Faculty Assembly

The faculty of each community college may organize itself as a Faculty Assembly for the purpose of making recommendations relating to any phase of the academic program of the college or of the Community College System and to the professional welfare of its members. The Rules of the Faculty Assembly of a community college should be submitted to the Director of the college, the Community College Council and the Vice President for the Community College System for review before being made operational.

RULES AND REGULATIONS

Governing Regulations

Regulations approved by the Board of Trustees, and applying to all faculty and staff of both the University System and the Community College System, are contained in a publication entitled "Governing Regulations of the University of Kentucky." Interpretations and regulations concerning the implementation of the Governing Regulations are found in a publication entitled "Administrative Regulations of the University of Kentucky." Copies of these two documents can be found in the college library and offices of the Director and the division chairman.

Rules primarily applying to academic matters are contained in a publication entitled "Rules of the Senate of the Community College System." With respect to matters not covered in the above publications, the Community College System Bulletin shall govern.

Equal Opportunity

Equal opportunities shall be provided for all persons throughout the University in recruitment, appointment, promotion, payment, training, and and other employment practices without regard to race, ethnic origin, sex, color, creed, religion, age, or national origin.

The President has appointed an Affirmative Action Coordinator to assist with the implementation of this policy. The Coordinator investigates complaints of violations, advises Deans and Directors concerning violations, and informs faculty and staff about existing grievance procedures of the University. (viz. Privilege and Tenure Committee, Staff Grievance Procedure). The University has a written affirmative action plan. A Summary of it is available in the Director's Office.

Faculty or staff who wish information or assistance should call the Equal Opportunity Office on the Lexington campus.

Advanced Work

Members of the faculty and staff are encouraged to do additional undergraduate or graduate study providing arrangements can be worked out with their Director. The taking of courses, however, during normal working hours is a privilege and not a right of employment and actual time lost from work must be made up.

Term of Appointment

All faculty appointments are made on 10- or 12-month bases. Employment for the summer sessions may be available for those on 10-month appointments.

The employment period for faculty on a 10-month appointment is August 1-May 31. In general, faculty are expected to be present on campus approximately two weeks prior to the fall term for divisional and college meetings and preparation for the beginning of classes, and shall remain until after graduation at the end of the spring semester and until all reports have been made. The 10-month appointment includes one month earned vacation that may be taken upon the approval of the director of the college.

Faculty Load

The load of each faculty member will reflect the philosophy of a comprehensive community college and will include teaching, advising and community service responsibilities. The division chairman will develop with the faculty member a written statement of responsibilities and assignments. The percentage of time allocated among the three broad areas of responsibility will vary with both the individual faculty member and his division. The normal teaching load for faculty members in the Community College System is 15 credit hours per semester. It is expected that in classes with laboratories involving extensive contact hours, a commensurate adjustment in teaching load will be made. Faculty members are expected to maintain regular office hours for consultation with students, and are encouraged to take an active role in college and community life through work with committees and civic groups.

Academic Ranks

Academic ranks in the Community College System shall include Instructor in the Community College System, Assistant Professor in the Community College System, Associate Professor in the Community College System, and Professor in the Community College System, and other ranks that are fully or partially equivalent to these recognized ranks.

Performance Review

As part of a continuing program of improvement and growth both in the instructional and non-instructional areas, the Community College System utilizes an annual performance review for all faculty and staff.

Faculty are evaluated in four areas: teaching performance, student guidance-advisory activities, community services as related to the program of the college, and professional activities. The distribution of effort agreement completed by the division chairman and the faculty member is the basis for the evaluation. To serve this purpose, inputs from students, colleagues and administrators are to be used. In the assessment of teaching and advising, student appraisal is to be included for at least one semester each year. Staff members are evaluated in regard to their job performance, attitude and other such areas as would be appropriate for the type of position held by the staff member. The evaluation is done by the immediate supervisor and/or the Director.

Promotion in Rank

Advice on promotion should originate with the division chairman and must include the written opinion of the tenured members of the appropriate divisional faculty of a rank equal to or higher than that being recommended for the candidate. Promotion files must include a complete vita of the candidate and an evaluation of his teaching ability, student service contributions, community service contributions, and professional growth and development. Each Director is encouraged to appoint a college committee to review and advise him on some or all recommendations to appoint and promote.

The Director of the college has been delegated authority to make promotions from the rank of instructor to assistant professor. Such actions will then be reported through the Vice President

for the Community College System to the President and the Board of Trustees.

Promotions to Associate Professor or Professor will follow the same process as indicated above, but will be cleared through the Vice President for the Community College System to the Advisory Committee on Appointment, Promotion and Tenure for its recommendation to the Vice President. The Advisory Committee's report will be returned to the Vice President, who will add his recommendation and forward the file to the President for his recommendation and for subsequent action by the Board of Trustees.

Whenever administrative action on a promotion is disapproved at any level, this fact must be reported back to the preceding level with supporting reasons, and an opportunity provided for a thorough discussion among the concerned parties.

An individual shall not remain as an instructor in the Community College System for more than three years. If, after that period, promotion to a higher rank cannot be justified, employment as an instructor shall be terminated. Non-tenure appointments at the assistant professor or associate professor levels shall not exceed seven years, including previous full-time applicable service at the rank of instructor or higher at other institutions of higher learning, except that no more than three years of previous service may be counted against this seven-year probationary period. Reviews shall follow the usual procedures for promotion and must be completed in time for the individual to be notified of the result in accordance with the Governing Regulations. Assistant professors must either be promoted at the end of the probationary period or not have their appointments renewed.

Tenure in the Community College System

Tenure for faculty of the University of Kentucky Community College System when granted by the Board of Trustees in accordance with the Governing Regulations shall be in the Community College System and not at the individual educational unit of the Community College System.

Non-tenure appointments may be for one year or for other stated periods, subject to renewal, but the total non-tenure period shall not exceed seven years, including previous full-time applicable service with the rank of instructor or higher in other institutions of higher learning. A faculty member with more than three years of applicable experience in the academic profession, who is called from another institution and appointed at the rank of associate professor or below, may be required to serve in a probationary status for a period not to exceed four years, even though his total probationary period in the academic profession is extended beyond seven years. Time spent on leave of absence shall count as probationary period service unless the Community College System in granting the leave and the individual in accepting it, agree to the contrary. Individuals initially appointed at the rank of full professor may be given non-tenure status for a period not to exceed one year.

Following appropriate review periods not exceeding in duration those described above, all persons of associate professor or higher rank shall be given tenure or not have their appointments

renewed; all persons of assistant professor rank shall be promoted to associate professor with tenure or not have their appointments renewed. Established appointments, promotion, and review procedures shall be followed in making these decisions.

A tenured associate professor concerning whom a recommendation for promotion has not been forthcoming for six years must be considered for promotion and a recommendation, either affirmative or negative, shall be made by the Director to the Vice President for the Community College System by December 1 of the seventh year. If the recommendation is negative, the Vice President will advise the concerned faculty member of this decision to not recommend him for promotion and will invite him to develop a file for submission to the Advisory Committee on Appointment, Promotion and Tenure for evaluation. Upon notification by the Vice President, the concerned individual, if he wishes to have his case reviewed by the Advisory Committee on Appointment, Promotion and Tenure, must request such a review within 60 days after this notification. Upon receipt of the recommendation of the Advisory Committee, the usual procedures for the consideration of any promotion will be followed.

Part-time, visiting or temporary short-term appointments with explicit terminal dates of one academic year or less terminate at the expiration of the term without notice. For those employed year-to-year on a fiscal or academic year basis, notification of termination of employment at the end of the first year of service shall be given not later than March 1 if the appointment expires at the end of that year, or three months in advance if the one-year appointment terminates during the academic year. Notification of termination of appointment at the end of the second year of service shall be given no later than December 15 if the appointment expires at the end of that year or six months in advance if the appointment expires during the year. Notification of termination of appointment after more than two years of service shall be given at least 12 months before expiration of the appointment. Notice of termination of appointment of those on post-retirement appointment shall be no less than six months.

In cases where a division chairman's advice for reappointment for a specific term is rejected by the Director and a terminal reappointment is offered instead, the following procedure will be employed. If the tenured members of the division faculty and the chairman reaffirm their advice and so request by majority vote, the Vice President for the Community College System will refer the matter to the Advisory Committee for Appointment, Promotion and Tenure (or an *ad hoc* advisory committee especially formed for that purpose). The Committee in its deliberation will address itself to the potential of the individual as a teacher in a comprehensive community college and the likelihood of an eventual tenure appointment, and will submit a written recommendation to the Vice President. After considering the committee's report, the Vice President will make his recommendation to the President.

Advisory Committee on Privilege and Tenure

This committee of the Senate of the Community College System is charged

with giving preliminary consideration to the following matters as referred to it by the President, the Senate of the Community College System, or individual staff members of the Community College System: (1) cases of appointment termination for cause of a faculty member who has tenure; (2) cases of dismissal of a faculty member during a limited appointment; (3) cases of nonrenewal of a probationary appointment with less advance notice than specified by the Governing Regulations; (4) cases of allegation by a faculty member or a non-tenure appointment that a decision for non reappointment violates his academic freedom as a faculty member; (5) cases of allegation by a Community College administrator that a decision to terminate his appointment to his administrative post, or not to reappoint him violates his academic freedom; or (6) cases of termination of a tenure appointment or the dismissal of a person prior to expiration of a non-tenure appointment because of a financial emergency and all similar cases. The function of the committee in all such cases is to attempt to effect an adjustment and, in cases of failure, to recommend to the President action to be taken. The committee is appointed by the President from a list of names of tenured faculty nominated by the Community College Council.

The committee may, upon request, advise individual staff members on the interpretation of Community College System privilege and tenure regulations, with copies of the interpretation being sent to the Community College Council, the Director of the Community College, the Vice President for the Community College System, and the President.

The committee also may review cases of allegations of a faculty member who believes that his privilege as a scholar has been abridged or abused. The faculty member should address a statement to the Chairman of the Committee setting forth in detail the reasons why he believes his privilege has been abused. The committee will review the statement and determine whether conditions warrant further investigation. Upon investigation, the committee will make recommendations to the faculty member and file a copy with the President and Vice President for the Community College System. Recommendations may be made also to the President and/or Vice President for the Community College System with a copy sent to the faculty member.

In the event that the following consideration of allegations of a faculty member by the Advisory Committee on Privilege and Tenure, the faculty member shall consider the matter unresolved, he shall upon the recommendation of the Advisory Committee have the right to request a formal review of the allegations by the Hearing Panel (Privilege and Tenure) of the Senate of the Community College System.

Hearing Panel (Privilege and Tenure)

A Hearing Panel of 15 members shall be appointed for staggered three-year terms by the President from a list of nominees recommended by the Community College Council. From this panel an *ad hoc* Hearing Committee shall be chosen to hear a case arising from dismissal of a faculty member with continuous tenure or of a non-

tenured member before the end of his specified term of appointment., or of one arising from allegation of the violation of the academic freedom of a non-tenured faculty member or of an administrator. This committee shall consist of five members chosen by lot from that panel. A member shall remove himself from a case, either at the request of a party or on his own initiative if he deems himself disqualified for bias or interest. Each party shall have a maximum of two challenges without stated cause. If the panel should be exhausted before an acceptable committee has been obtained, five supplementary members shall be appointed to the panel by the same procedure from which members of the committee may be selected. The committee shall select its own chairman.

The committee will conduct the hearing and report its findings as described in the Governing Regulations, Section X, , 5, b. In addition, the committee will adhere to the following procedures:

1. The faculty member will be afforded an opportunity to obtain necessary witness and documentary or other evidence, and the administration will, in so far as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.
2. The faculty member and the administration will have the right to confront and cross-examine all witnesses. When the witness cannot or will not appear, but the committee determines that the interest of justice requires admission of his statement, the committee will identify the witness, disclose his statement and, if possible, provide for interrogatories.
3. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
4. The Hearing Committee will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.
5. The findings of fact and the decision will be based solely on the hearing record.
6. Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or the administrative officers will be avoided so far as possible until the proceedings have been completed. Including consideration by the Board of Trustees.

Advisory Committee on Appointment, Promotion and Tenure

The Advisory Committee on Appointment, Promotion and Tenure is an administrative committee established for the purpose of providing the President and the Vice President for the Community College System with a systematic and broad base of advisement from faculty on matters of appointment, promotion and tenure.

The prime responsibility of the committee is to advise the President and the Vice President for the Community College System concerning the appointment and promotion of faculty to the ranks of Associate Professor and Pro-

fessor in the Community College System and the granting of tenure.

The committee consists of seven tenured faculty members appointed by the President from a list of candidates provided by the Community College Council.

The Faculty Member as a Scholar and a Citizen

It is the policy of the University of Kentucky Community College System to maintain and encourage within the law, full freedom in inquiry, discourse, teaching, research and publication and to protect any member of the academic staff against influences, from within or without, which will restrict him in the exercise of these freedoms in his area of scholarly interest. Teachers and students will be permitted and encouraged to investigate any theory, challenge any premise, engage in political and social debate and to express their dissent, without jeopardy to their academic careers, provided their behavior is not in violation of the law and does not interfere with the normal operation of the educational programs of the Community College System.

In his role as a citizen, the faculty member has the same freedoms as other citizens, without institutional censorship or discipline, although he should be mindful that accuracy, forthrightness and dignity befit his association with the University of Kentucky Community College System and his position as a person of learning. When a faculty member speaks or writes as a citizen, he should indicate that he is not an institutional spokesman.

Like other citizens, faculty members are free to engage in political activities so far as they are able to do so within the law consistent with their obligations as teachers and scholars. When necessary, leaves of absence without pay may be given for the duration of an election campaign or a term of office provided that there has been timely requested leave is limited to a reasonable period of time. The terms of a leave of absence for this purpose shall be set forth in writing. The leave shall not affect unfavorably the tenure status of a faculty member except that the time spent on such leave from academic duties does not count as probationary service.

Elective and appointive part-time services on boards and commissions to which members of the faculty and staff are prepared to render exceptional services shall be governed by policies governing professional practice.

Nepotism

Members of the Board of Trustees, except those elected to the Board as faculty representatives or as a student representative, and relatives by blood or marriage of any member of the Board of Trustees, are ineligible for appointment to any position in the University.

No relative by blood or marriage of the President or the vice presidents exercising University-wide jurisdiction, shall be employed in a position which carries responsibility for a part of the academic program of the University. Waiver of the above regulations may be permitted by the Board of Trustees on a stated temporary basis, not to exceed two years, when it is otherwise impossible practicably to fill a position with a fully qualified person. The same individual shall not be eligible for reappointment under the terms of this exception unless approval is given

by the Board of Trustees.

No relative by blood or marriage of any administrative officer of the Community College System, or of any member of the faculty holding the rank of associate professor or higher, may be appointed to any position in the Community College System over which the related officer or staff member exercises supervisory or line authority.

Employment of persons related by blood or marriage within the same department must be approved specifically by the President. "Relatives by blood or marriage" as used above, include parents and children, husbands and wives, brothers and sisters, brothers- and sisters-in-law, mothers- and fathers-in-law, sons- and daughters-in-law, uncles, aunts, nieces and nephews, and step-relatives in the same relationships.

If a prohibited relationship of a faculty or staff member as listed above is created it will be necessary for one of the persons so affected to give up his position by the end of the fiscal year or within six months from the date of marriage, whichever is the greater period.

However, the affected person may be transferred or re-employed elsewhere in the Community College System subject to the provisions listed above.

This regulation does not affect the status of any staff member employed prior to the effective date of this policy, except in the event of marriage after the effective date.

Student employment on a part-time basis, or payment to students in the form of scholarships, fellowships, or assistantships shall not be interpreted as employment for purposes of this regulation, except that a supervisor shall not himself give employment to a member of his immediate family.

Leaves of Absence

Sabbatical Leave: Faculty members with the rank of Assistant Professor or higher are eligible for leaves of absence for one-half or one full year after six years of continuous service in the rank of instructor or higher with the Community College System. All such leaves of absence shall be approved by the President or his designated representative.

The purpose of all sabbatical leaves is to provide opportunities for study, research, creative effort, improvement of teaching capabilities and methods and related travel in order that the quality of each recipient's service to the Community College System may be enhanced.

After six years of continuous eligible service, an individual may apply for one year's leave (academic year for 10-months' appointees) at one-half salary or six months' leave (academic semester for 10-months' appointees) at full salary. Leaves of absence without pay are not credited toward eligibility for sabbatical leave but such periods shall not be considered as interruptions of continuous service. Sabbatical leave shall be granted with the understanding that the recipient, following the leave, will continue his service with the Community College System for at least one academic year.

Miscellaneous: The President may grant leaves of absence with pay for a period not to exceed 30 days for the purpose of permitting an appointee to attend a professional meeting, serve temporarily with an outside agency, serve in the military forces of the United States, or for other good cause. Such leave of absence with pay for

more than 30 days requires approval of the Board of Trustees.

Leave Without Pay: On recommendation of the Director and the Vice President for the Community College System and approval of the President, a member of the faculty or staff may be given a leave of absence without pay. Such a leave shall not be granted for a period in excess of one year. However, such a leave may be extended. The best interests of the Community College System shall be a major consideration in the granting and extension of any such leave.

Vacation Leave

Vacation allowance is considered as an earned right while rendering service to the Community College System. The allowance begins to accumulate from the initial date of employment. In order for the initial month to be counted for accumulation purposes, employment must begin on or before the 10th day of the month.

Vacations are to be scheduled at times that are most convenient to the college. An adequate staff must be available to meet the work load of the college, however, an individual's preference will be given due consideration.

1. Administrative Staff Personnel:

Four weeks plus two days (equivalent to the average calendar month) vacation with pay shall be granted after each year of service.

2. Academic Personnel:

a. Four weeks plus two days (equivalent to the average calendar month) vacation with pay shall be granted to all faculty whether on 10- or 12-months' appointment after each year of service.

b. Vacation leave cannot be accumulated.

3. Professional Staff Personnel:

a. Three weeks' vacation with pay shall be granted after each of the first nine years of continuous service.

b. Four weeks' vacation with pay shall be granted each year after 10 years of continuous employment.

4. Office and Clerical Personnel:

a. Two weeks' vacation with pay shall be granted after each of the first three years of continuous employment.

b. Three weeks' vacation with pay shall be granted each year after four years of continuous employment.

c. Four weeks' vacation with pay shall be granted each year after 10 years of continuous employment.

The vacation allowance period is based on a fiscal year basis (July 1 to June 30). Vacation leave must be taken within the 14 months' period following the close of the fiscal year (June 30) in which it occurs. The total vacation (with pay) taken during any two-month period shall not exceed the annual allowance for the appropriate employment category. No vacation of any length shall be granted prior to six months of continuous employment. Credits to that point shall be considered as earned and available.

Terminal Vacation

Vacation allowance earned at the time of resignation may be granted to those non-academic employees who have continuous employment of at least one year and are in good standing at the time of separation. To be separated in good standing requires that the employee give sufficient notice to his supervisor of his intent to leave (normally one pay period).

Eligible employees separated in good standing shall be granted terminal vacation pay in an amount equal to the amount of vacation for which they are eligible at the time of separation. However, in no case may the total terminal vacation allowance exceed the annual allowance to which the employee would ordinarily be entitled. Vacation allowance is not permitted to be taken at the time of separation, if the employee is dismissed for cause or if it is necessary for the Community College System to request resignation because of unsatisfactory conduct or service.

The effective date of separation from the payroll shall be in the last day for which vacation leave is paid.

Holidays occurring during a terminal vacation period shall be considered as working days for computing terminal pay allowances.

In the event of death of an employee, the final salary payment will include payment for earned vacation computed on the same basis as above.

Sick Leave

FACULTY

Sick leave may be granted to academic appointees by the President. Group I personnel, as defined in the retirement program, who are totally disabled, are entitled to six months' leave with pay after which a Total Disability Benefit Plan, for which premiums are paid by the University, becomes operative. Sick Leave with pay for more than six months requires approval by the Board of Trustees.

Maternity related sick leave for up to 30 days may be approved for faculty by the Vice President.

STAFF

The Sick Leave Policy is intended to encourage the accumulation of sick leave to cover an extended illness. It is recognized that a staff member may become ill or injured through no negligence of his own and, therefore, unable to perform his assigned duties. This policy covers these circumstances. However, accumulated sick leave should not be considered as **earned** time off with pay and may not be granted in this manner. Abuse of the privilege may be deemed justification for dismissal of the employee.

It is urged that all staff members be impressed with the value of accumulating as much sick leave as possible to cover potential emergency needs:

1. Regular staff members shall earn and accumulate sick leave with pay on the basis of one working day of sick leave for each calendar month of employment.

2. Sick leave shall accumulate from the initial date of employment, but sick leave credits earned during the probationary period (three months) may not be granted until the end of the period.

3. In order for the initial month to be counted for accumulation purposes, employment must begin on or before the 10th day of the month.

4. Sick leave shall not be taken in excess of the amount earned.

5. An absence necessary before any sick leave is due or an absence in excess of accumulated sick leave shall be covered by a leave without pay.

6. Working schedules that provide for half-day Saturday work shall be considered a half-day in computing sick leave.

7. Transfer from one department to another shall not change sick leave accumulation.

8. Sick leave will continue to accumulate during a leave with pay, but

will not be accumulated during any full calendar month or absence in a non-pay status.

9. Unused sick leave balance will not be paid upon the termination or resignation of a faculty or staff.

10. The head of the department may require, for any sick leave and particularly for sick leave requested on the day before or after a paid holiday or vacation period, a medical certificate from a licensed practicing physician confirming the illness of the staff member.

11. In the case of illness occurring away from work, prompt notification to the director must be given prior to the start of the work period in order to have the work covered.

a. If the illness continues, adequate notification concerning the progress of the illness must be given to maintain work load coverage.

b. If notification is not made in accordance with this policy, the absence will be on a "without pay" status.

Family Illness or Injury Provision: Absences necessitated by emergency or serious illness of an immediate member of the family may be applied against the accumulated sick leave credits up to a maximum of one calendar week for any one period of illness or sickness. Immediate family is defined, for this purpose, as spouse, unmarried child at home, or other relatives living in the same household and in care of the staff member. Parents, children, grandparents, grandchildren, brothers, sisters, or in-law relatives of the same degree who are solely dependent upon the staff member for emergency care may also be included in the group defined as immediate family.

Military Leave of Absence

A leave of absence for extended active military service is granted to eligible faculty and staff members as a means of protecting the re-employment rights of a regular full-time faculty or staff member during absence from his position. Military Leave of Absence (without pay) for service in the Armed Forces of the United States shall be granted, upon application, when a faculty or staff member is required to perform such service. Such service may occur by induction through Selective Service, or through membership in the National Guard or a Reserve component of the Armed Forces of the United States.

For further information concerning Military Leave of Absence, contact your Director and refer to the Personnel Policy and Procedure Manual.

Unauthorized Absences

Faculty members who absent themselves from their classes and teaching responsibility without adequate notice and the permission of the Director may be subject to loss of pay. Such actions shall be considered as justification for the non-renewal of a contract, or termination of an appointment before the end of the appointment period.

Office Hours

All Community College System Offices are expected to be open at least the following hours: Monday through Friday, 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. However, classes may be scheduled for Saturday morning.

MATTERS OF BUSINESS

Paydays and Deductions

The last business day of the calendar month is payday for full-time faculty and administrative staff on a regular annual or monthly basis. Part-time faculty can be paid either on a monthly basis or in a lump-sum payable at the end of the semester. Staff members on an hourly rate are paid bi-weekly on every other Friday.

Deductions are made for Federal Withholding Tax, State Withholding Tax, Social Security (F.I.C.A.), except persons under Federal Civil Service, City Tax, and, at the request of the employee, Hospitalization and/or Life Insurance premiums. For employees under Federal Civil Service, deduction is made for contribution to the Civil Service Annuity Fund.

Official Travel

Persons required to travel on Community College System business should do so only on prior approval. The approval of the Director is sufficient if expense is to be charged to federal or restricted funds and to state funds if the travel is within the state. For out-of-state travel, the expense of which is payable from state appropriated funds, prior approval of the President and the State Commissioner of Finance is required. Such requests must be submitted to the office of the Vice President for the Community College System at least three weeks prior to beginning the trip.

Receipts are required for expenditures for transportation, lodging, and other items of expense in excess of $2. Employees who drive their own cars on official business are reimbursed at the rate established by the Business and Procedures Manual.

Detailed procedures to follow are given in the Business Procedures Manual.

Admission to Athletic Contests

Full-time members of the faculty and staff may purchase football and basketball tickets at a reduced rate, providing tickets are available. For further information, contact the Athletics Ticket Office at the University of Kentucky.

I. D. Cards

Identification cards are available to any regular faculty or staff member who wishes to have such a card issued to him. The cards will be issued by the University Personnel Division on a written request basis. Forms to provide the necessary information to issue

the cards will be available in the office of the Director or at the University Personnel Division.

Court and Jury Duty

Jury Duty is recognized as a civic responsibility. Faculty and staff members are encouraged to fulfill their obligations with regard to this service as a citizen of the community.

A regular, full-time employee shall be granted time off to serve on a jury, or to serve as a court witness when subpoenaed, without loss of pay, and without charge against annual vacation.

An individual will be permitted to retain his jury duty compensation so as to help defray his expenses while serving on a jury or as a court witness when subpoenaed.

A copy of the subpoena may be required by the Director before approving time off for this purpose.

If the jury duty does not require the full work day, the individual is expected to report to work when free from such duties.

National, State and Local Elections

Faculty and staff members of the Community College System are encouraged to exercise their voting privileges at all national, state and local elections.

Work schedules will normally permit adequate time for faculty and staff members to exercise their voting privileges, either before or after normal working hours, and it is suggested that they utilize this period of time to vote whenever possible. Where this is not possible, full-time faculty and staff members entitled to vote may be granted time off from regular duties for two consecutive hours for the purpose of voting on election days.

Faculty and staff members absent for such purpose shall not be subject to any penalty or deduction from pay.

Faculty and staff members who vote in distant communities are encouraged to exercise their right to vote by absentee ballot to avoid absences from work.

Funeral Attendance Absence

The Community College System recognizees that the occurrence of death in the immediate family will require the absence from work of a faculty or staff member for a period of time.

All regular, full-time personnel may be allowed necessary absence with pay for attendance to funeral matters up to three days for cases involving parent, brother, sister, spouse or child, or other relative for whom he is directly responsible. In cases requiring extensive travel time, additional time off may be granted, except that the total allowance with pay for funeral matters will not exceed five working days.

In the case of a grandparent, grandchild, or an in-law relative of the degree indicated above, absence with pay may be granted up to one day for funeral attendance. In cases requiring extensive travel time, additional time off may be granted, except that the total allowance with pay for funeral matters will not exceed three working days.

Time off, without loss of pay, may be granted at the discretion of the Director, to attend the funeral service of other relatives, associates, or close friends. Such time off should not exceed one-half day.

In cases requiring time in excess of

the above allowance, or other absences requested for funerals of other relatives or friends shall be granted without pay or may be charged to earned vacation.

Candidates for Political Office

The following policy adopted by the Board of Trustees is quoted for the information of all faculty and staff members of the University of Kentucky Community College System.

1. If a non-faculty employee desires to announce his candidacy for public office demanding full-time servire, or for the Kentucky General Assembly or for the United States Congress, he shall sever his relationship with the Community College System at the time he announces his candidacy. Faculty are eligible to receive a leave of absence.

2. Such severance shall not affect the eligibility of the employee for reinstatement to his former position in the Community College system.

3. In the case of the Kentucky General Assembly, he shall be eligible for reinstatement at the conclusion of the semester in which the regular session of that body occurs.

4. When an employee is reinstated, all accumulated rights and privileges in the Community College System shall be restored to him.

BENEFITS

Group Life Insurance

The University of Kentucky provides a basic term life insurance program of $5,000 for all regular, full-time faculty and staff of the Community College System. Also an individual can purchase additional insurance in that amount, which when added to the basic $5,000 amount will be equal to either one and one-half or twice his annual salary. Coverage on the policy is continued as long as the individual retains his connection with the Community College System and automatically increases as the annual salary increases. Upon termination of employment the contract may be converted into any one of the policies customarily written by the insurer.

Hospitalization Insurance

Group rates for insurance (Blue Cross/Blue Shield) to help pay for hospitalization and surgical expense is available on a voluntary basis for purchase by members of the faculty and staff to cover them and their dependents. New employees are eligible for coverage on the date active service begins, and if application is made within 31 days from date of eligibility, no medical examination is required. Benefits are paid for room, board, drug, dressings and other hospital expenses, and for surgical fees.

Health Maintenance Organization

Faculty and staff who live within a 50-mile radius of Lexington may participate at group rates in the Hunter Foundation for Health Care, Inc. The Hunter Foundation operates a prepaid medical-hospital plan with emphasis on preventive medicine and health maintenance.

Group Accident Insurance

This plan covers death, dismemberment, and total permanent disability resulting from accidental means. It provides coverage 24 hours a day, 365 days a year, world-wide, for accidents on or off the job. Any amount of principal sum (in multiples of $5,000) between a minimum of $10,000 and a maximum of $100,000 may be obtained.

Employees may prefer to become insured under the Family Plan. Male employees may insure their wives and dependent children. Female employees may insure their dependent children but not their husbands.

The insurance terminates when the employee retires or when he terminates

his employment with the Community College System. Dependents' coverage ceases when the employee's insurance terminates.

Major Medical Expense Insurance

This plan is available for purchase by faculty and staff at group rates from Teachers Insurance and Annuity Association.

Each participant is initially covered for a maximum of $250,000 of medical expense whether hospitalized or not. The plan pays 80 percent of the covered medical expense after the payment of a deductible by the insured. This deductible is $100 plus any base plan benefits. For those not insured under a base plan the deductible is $200. The coverage ceases upon termination of employment with the Community College System.

Total Disability Income Insurance

The University of Kentucky provides a program to provide long term total disability income insurance for all regular, full-time faculty and staff of the Community College System who have completed one year of employment. This program is composed of two benefit provisions: (1) those provided by a contract with TIAA; and (2) those provided by the University of Kentucky.

The combined benefits of the insurance policy and the University's benefits would, in fact, assure the equivalent of full basic salary for the first 18 months of total disability, 90 percent of basic salary for the next 12 months following, and 80 percent of basic salary for the next 12 months. After these 42 months of supplemental benefit payments by the University, the disabled employee receives only the 60 percent benefit (and waiver of TIAA-CREF premiums where applicable) until he reaches age 65.

Workman's Compensation

The University of Kentucky Community College System has provided for the welfare of its employees in compliance with the Kentucky Workman's Compensation Law. In addition to the statutory benefits under this law, the University has included supplemental benefits:

1. All employees of the University of Kentucky Community College System, full-time or part-time, are eligible for the benefits of the compensation law.

2. An employee must report all injuries to his supervisor at once in compliance with the law. Special forms used for this program may be obtained from the Personnel Office.

3. To be eligible for compensation, an employee must have received personal injuries or contracted an occupational disease directly caused by the job in the course of and resulting from his employment at the community college. This coverage is limited to the employee and does not cover his family.

4. For additional information concerning benefits under the Workman's Compensation Law, consult the Personnel Policies and Procedures Manual, which has full details or contact the Personnel Division.

Unemployment Compensation

As of July 1, 1972 the University of Kentucky Community College System,

came under the provisions of the Kentucky Unemployment Insurance Law. For information concerning the coverage and details of the program, individuals should contact the University of Kentucky Personnel Division in Lexington.

Retirement Programs

At the present time there are three retirement plans in effect for Community College System personnel. Each of these are funded plans under which the contributions made by the employee and those made by the University are forwarded to Teachers Insurance and Annuity Association (T.I.A.A.) and/or College Retirement Equities Fund (C.R.E.F.) for investment and purchase of retirement annuities beginning at age 65.

These retirement plans are referred to as Group I, Group II and Group III. The group in which the faculty or staff member is eligible to participate is determined by position categories. Generally speaking these categories are defined as follows:

Group I—This group is composed primarily of persons having academic appointments.

Group II—Classified personnel (generally speaking this includes those staff members who are in the clerical, technical and service categories).

Group III—This group is comprised of staff members in the administrative, managerial, professional and scientific positions.

Participation in any of the three group plans is limited to those faculty or staff members who are classified as regular, full-time employees. It is voluntary prior to age 30 and mandatory thereafter. A one-year waiting period is required of all participants prior to their becoming eligible ot enroll. However, this waiting period is waived for new employees who are appointed with tenure and those who already have a retirement contract with Teachers Insurance and Annuity Association or College Retirement Equities Fund at the time of employment with the Community College System.

The level of contribution by the employee and the University, and the vesting date of the University's contributions, varies with each group. Further information and details on these retirement plans may be obtained from the Community College Director or the University Personnel Division.

Social Security

All faculty and staff members of the University of Kentucky Community College System, except those in Federal Civil Service, are covered by the Old-Age and Survivors Insurance of the Social Security Program and thus, are eligible for benefits in accordance with the laws governing this program.

Each eligible staff member must have or obtain a Social Security Card, and supply to the Community College System a completed Treasury Form W-4, K-4 with his Social Security Number and other information necessary in withholding insurance contributions.

The Social Security Tax (F.I.C.A.) is deducted from the pay of staff members, and the University matches this contribution.

Holidays

The University of Kentucky Community College System recognizes the following legal holidays:

1. New Year's Day

2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

When a holiday falls on Sunday, the following Monday shall be observed as a holiday.

If you are required to work on any of these holidays, equivalent compensatory time off will be granted at the convenience of the department.

Christmas Holidays

Four special Christmas Holidays shall be granted to all full-time staff members in addition to the Christmas Day and New Year's Day Holidays. The four days granted will be taken in accordance with a schedule as arranged by the various departments within the period of time as outlined below. These days do not need to be scheduled consecutively.

1. During the week prior to Christmas Day Holidays, or
2. During the week in which the Christmas Day Holiday occurs, or
3. During the week following the Christmas Day Holiday.
4. Those departments with special scheduling and staffing problems may schedule these four special holidays up to the following February 1.

Maternity Leave*

Female staff members who are on regular full-time appointment basis and who have been continually employed for at least two years shall be entitled to accrued sick leave with pay in maternity cases, including pregnancy, birth, confinement and recuperation up to the following limits:

1. Twenty-four days, exclusive of Sundays and holidays, in all cases.
2. If a result of complications, the birth is not deemed a normal birth, up to 12 additional days may be granted.

In this case, a separate certificate of the attending physician as to any such complicating factors shall be required.

Sick leave with pay in maternity cases may be taken at any time within the period beginning two months prior to and ending two months following delivery.

If vacation leave it taken at any time for this materity period, then sick leave cannot be taken concurrently so as to result in double payment, but must be taken either consecutively or separately.

Leave of absence not to exceed a total of four calendar months, including any days of sick leave and vacation leave with pay, may be granted to staff members requesting such leave for this purpose, provided the staff member has been continuously employed for at least two years.

Female faculty members are only eligible for maternity leave as granted of the sick leave policy for faculty.

* This policy is currently under revision and information concerning the changes will be distributed when the changes become effective

UNIVERSITY OF CALIF.
LOS ANGELES

MAR 26 1976

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